



EMPLOYEE'S PRIVACY POLICY



Published on the website www.ream.com.br.

APPROVED BY THE GENERAL MEETING OF SHAREHOLDERS OF REAM PARTICIPAÇÕES S.A. ON AUGUST 22,
2022

Team responsible for the project:

Executive Board

Legal Department

human resources department

Communication Department

Integrated Management System Department



SUMÁRIO

1. WHO IS THE CONTROLLER OF YOUR PERSONAL DATA?	4
2. WHAT PERSONAL DATA IS PROCESSED?	4
3. WHAT ARE THE PURPOSES WE COLLECT AND PROCESS YOUR PERSONAL DATA? .	5
4. WHO DO WE SHARE YOUR PERSONAL DATA WITH?	6
4.1 REAM MAY SHARE YOUR PERSONAL DATA WITH:	6
4.2 REAM MAY ALSO SHARE YOUR PERSONAL DATA WITH THIRD PARTIES, INCLUDING GOVERNMENT ENTITIES AND COMPETENT AUTHORITIES, IN ORDER TO:	7
4.3 IF REAM IS INVOLVED IN A MERGER, ACQUISITION OR INCORPORATION, YOUR PERSONAL DATA MAY BE SHARED DURING THE DUE DILIGENCE PHASE OR, AT A LATER TIME, TRANSFERRED TO THE ACQUIRING COMPANY OR PERSON.	7
5. TRANSFER OF YOUR PERSONAL DATA OUTSIDE BRAZIL	7
6. HOW LONG WILL WE STORE YOUR PERSONAL DATA?.....	7
7. YOUR RIGHTS REGARDING THE PERSONAL DATA WE PROCESS ABOUT YOU	8
8. PERSONAL DATA PROTECTION AND SECURITY	8
9. QUESTIONS ABOUT THIS PRIVACY POLICY	9
10. CHANGES RELATED TO THIS PRIVACY POLICY	9



REAM Participações S.A. is committed to raising the awareness of its employees, interns and outsourced workers at REAM in relation with regard to their personal data collected, used, stored or otherwise processed in the context of the relationship established with REAM. Therefore, we present our Privacy Policy, which aims to provide clear and accurate information to Employees about the processing of personal data carried out by REAM.

This document herein aims to objectively present the characteristics and hypotheses of processing your personal data.

For more information about the processing of personal data and to clarify your doubts about this Privacy Policy, please contact the Person in Charge via the e-mail privacidade@ream.com.br.

1. WHO IS THE CONTROLLER OF YOUR PERSONAL DATA?

REAM Participações S.A., company enrolled before CNPJ/MF [Corporate Taxpayer's Registry/Ministry of Finance] with number 42.273.200/0001-68, headquartered at Rua Pajurá, nº 103, sala 07, District of Vila Buriti, in the City of Manaus/AM, CEP 69072-065, with whom you executed your employment, internship, service contract or similar instrument, is the controller of your personal data within the scope of the relationship established with you. For the purposes of the applicable legislation, the controller is responsible for making decisions regarding the processing of personal data.

2. WHAT PERSONAL DATA IS PROCESSED?

To the extent permitted by applicable law, REAM may process the personal data described below.

- **Identification, registration and contact data:** full name; date and place of birth; genre; e-mail address; home address; telephone(s); emergency contact details; data and copies of identification document(s) (such as RG, CPF, CNH, as applicable) and photo.
- **Academic and professional histories:** professional and academic history; resume; proof of schooling; professional certificates; professional licenses.
- **Professional and corporate data related to REAM:** position held; working hours and timekeeping; work performance; remuneration; promotions; professional history at REAM; registration number; network username and password; activities performed from corporate devices, accounts, platforms and/or applications; biometrics data; closed circuit television images; corporate event images.
- **Compensation and benefits data:** bank account details; payroll-related information; income reports; beneficiary number and information related to the benefits granted, as applicable; information on benefit dependents, if any (including full name, date of birth, RG and CPF numbers).
- **Labor data:** copies and/or data related to CTPS, NIS, PIS, PASEP and NIT and union affiliation data.
- **Health data:** occupational health certificate and medical-admission examination; information contained in medical certificates and other health information relating to your use of health insurance (including your dependents admitted to such plans).



Please note that the personal data listed above will be collected by REAM and further processed only to the extent necessary to achieve the purposes set forth herein.

3. WHAT ARE THE PURPOSES WE COLLECT AND PROCESS YOUR PERSONAL DATA?

We use personal data for the purposes listed in this Section 3, always as permitted by applicable law.

3.1 We will process your personal data to manage the employment, internship or services provision contract or similar instrument entered into with you, and all aspects pertaining to the contractual relationship established.

Trataremos seus dados pessoais para gerir o contrato de trabalho, estágio ou prestação de serviços ou instrumento similar celebrado com você e todos os aspectos relacionados à relação contratual estabelecida.

In this sense, we process your personal data to::

- Prepare and enter into the employment, internship or service provision contracts or similar instruments, as well as to manage the entire relationship arising from said contracts or instruments;
- Determine and manage your salary and any bonuses;
- Process the payment of your salary, any bonuses and the corresponding taxes;
- Administer social security, retirement and legal leave matters;
- Examine your professional performance and make decisions about promotions;
- Grant you access to any systems necessary for the performance of your duties;
- Enable the booking of accommodation and tickets in case of corporate travel;
- Send you communications about our contractual relationship and answer queries you may have;
- Promote and publicize internal events;
- Manage benefit plans

3.2 We will process your personal data as to the extent necessary to maintain and improve efficiency and processes in the work environment, to inform managerial and administrative decisions and for the effective management of Employees

In this sense, we process your personal data to:

- Draft management and performance reports, whenever anonymization of your data is not possible, with the goal of:
 - ✓ informing REAM's management about the HR Department's metrics that may facilitate management decisions;
 - ✓ predicting and optimizing our future workforce;
 - ✓ understanding business needs and identifying areas within REAM that need improvement;
 - ✓ understanding how we can improve, develop and retain talent.
- Analyze your opinions submitted through Employee questionnaires and surveys;
- Create Employee directories with information that simplifies contact.



3.3 We will process your personal data as necessary to keep REAM, its Employees and third parties safe, to ensure compliance with the contractual obligations assumed by REAM with third parties and to defend REAM's interests in judicial, administrative or arbitration proceedings

In this sense, we process your personal data:

- To prevent and detect malicious (such as malware), inappropriate or illegal activity, as well as identity theft and fraud. In this sense, your data may be processed both to guarantee the restriction of access to the Employees' data, if you are authorized to access them (such as, for example, through the use of your biometrics to authenticate an access), and in the course of legitimate corporate investigations (such as monitoring the use of a REAM corporate device used by you);
- To ensure the physical integrity of Employees and third parties on REAM's premises, as well as the patrimonial integrity of such premises (such as, for example, through the use of closed-circuit television cameras and the use of biometrics to block physical access);
- To defend REAM's interests in judicial, administrative or arbitration proceedings;
- In the context of negotiations of eventual mergers, acquisitions and incorporations;
- In exceptional situations, to identify potential financial or criminal vulnerabilities that could affect REAM and its customers, always to the extent permitted by applicable law.

3.4 We will process your personal data when REAM has legal and regulatory obligations that require such treatment

In this sense, we process your personal data, for example:

- In the context of ensuring compliance with financial and tax regulations;
- In union relationships, as applicable;
- For safety purposes at work;
- To fulfill social security obligations; or
- By force of a legal determination.

3.5 We will process your personal data to protect your life and physical integrity, as well as that of other Employees and third parties

In this sense, we process your personal data, for example:

- To protect your health and safety, to the extent permitted and as required by applicable law;
- To contact your emergency contact in cases of potential emergencies.

4. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

When necessary to achieve the purposes described in Section 3 above, REAM may share your personal data with third parties, pursuant to this Section 4.

4.1 REAM may share your personal data with:



- Payroll service providers for the purpose of processing the payment of salaries and other payments;
- Companies that offer and manage benefits such as health insurance, dental insurance, transportation vouchers, food and meal vouchers, insurance and payroll-deductible loans, among others and as applicable;
- Health service providers, responsible for assisting employees and carrying out admission or dismissal exams;
- Providers of HR software and other information technology for the purposes of managing Employees by REAM;
- Companies hired to organize internal events.

4.2 REAM may also share your personal data with third parties, including government entities and competent authorities, in order to:

- Respond to complaints, investigations, or demands arising from judicial proceedings;
- Comply with legal and regulatory obligations, including those of a labor, tax and social security nature; or
- Investigate, prevent or take action on illegal activities, suspected fraud or situations involving potential threats to the physical safety of any person or if otherwise required by law, to the extent permitted by applicable law.

4.3 If REAM is involved in a merger, acquisition or incorporation, your personal data may be shared during the due diligence phase or, at a later time, transferred to the acquiring company or person.

5. TRANSFER OF YOUR PERSONAL DATA OUTSIDE BRAZIL

REAM may exceptionally transfer some of your personal data to partners or service providers located abroad, including cloud service providers. When your personal data is transferred outside Brazil by REAM, REAM will take appropriate measures to ensure adequate protection of your personal data in compliance with the requirements of applicable data protection legislation, including by entering into appropriate data transfer agreements with third parties of your personal data, where necessary

6. HOW LONG WILL WE STORE YOUR PERSONAL DATA?

We store and maintain your information:

- (i) for the time required by law;
- (ii) until the end of the processing of personal data, as mentioned below;
- (iii) for the time necessary to preserve REAM's legitimate interest, as the case may be;
- (iv) for the time necessary to safeguard the regular exercise of REAM's rights in judicial, administrative or arbitration proceedings. Thus, we will process your data, for example, during the applicable statute of limitations or while necessary to comply with a legal or regulatory obligation.

The end of the processing of personal data will occur in the following cases:



- When the purpose for which the Employee's personal data were collected is achieved and/or the personal data collected is no longer necessary or relevant to the scope of that purpose;
- When the Employee is in entitled to request the termination of the treatment and the deletion of his personal data, and he does so; and
- When there is a legal determination in this regard.

In these cases of termination of processing of the Employee's personal data, except for the cases established determined by applicable legislation or by this Privacy Policy, the personal data will be deleted.

Please contact REAM's HR area Department or the Person Officer in Charge through the e-mail **privacidade@ream.com.br** for updating or correcting any errors in the personal data that REAM handles about you.

7. YOUR RIGHTS REGARDING THE PERSONAL DATA WE PROCESS ABOUT YOU

You have several rights with regard to your personal data. Such rights include, but are not limited to:

- Receive clear and complete information about the processing of your personal data, including further details on the chances of sharing your personal data with third parties, pursuant to Section 4 of this Policy;
- Request access to your personal data and/or confirmation of the existence of processing of personal data by REAM;
- Request that we rectify any inaccurate, incomplete and out-of-date personal data;
- Oppose processing activities, request anonymization and deletion of personal data, in specific circumstances;
- Request the portability of your personal data;
- Revoke consent at any time, when REAM, exceptionally, processes your personal data based on consent; or
- Petition before the National Data Protection Authority.

There are legal circumstances that may not authorize the exercise of certain rights set forth above, or when the provision of information may reveal any REAM business secret. However, REAM will comply with your requests to the greatest extent possible.

You may exercise such rights by contacting the Officer in Charge through e-mail at **privacidade@ream.com.br**. As a condition for exercising the rights set forth herein, we will request proof of your legitimacy and your identity.

8. PERSONAL DATA PROTECTION AND SECURITY

Personal data will be processed exclusively in accordance with the terms described in this Privacy Policy and in accordance with the principles of transparency, necessity, minimization minimal processing and legality provided for in applicable data protection and privacy legislation.

Personal data can be processed in printed or automatic electronic format and through post, e-mail, telephone, fax and any other electronic channel.

REAM uses appropriate technical and organizational measures to protect your personal data against unauthorized or illegal treatment and against accidental loss, destruction or damage to them. Your personal data is securely stored on protected equipment. Only a limited number of people will have access to such equipment and only individuals with legitimate reasons will have access to their personal data.



9. QUESTIONS ABOUT THIS PRIVACY POLICY

If you have any questions about this Privacy Policy or about the way REAM treats your personal data, just contact the Person Officer in Charge through the e-mail privacy@ream.com.br.

10. CHANGES RELATED TO THIS PRIVACY POLICY

REAM reserves the right to change this Privacy Policy at any time by publishing the updated version on the Company's website. In case of material changes to the Privacy Policy, you will receive a notice in this regard..

